

3 December 1964

Met with [ ] Chief, Physical Security Division and [ ] Deputy Safety Officer, Office of Security to discuss the safety measures to be taken at the helicopter landing areas in front of the building and on the softball diamond.

[ ] stated that he had received a call from [ ] Chief, Transportation Division, Office of Logistics asking for additional specifications on the fire extinguishers and hose which are discussed in the Safety Officer's memorandum of 4 November 1964 to the Chief, Transportation Division. I asked [ ] to take the time to write a memorandum to [ ] giving him the information he needed and also sending me a copy of this. My purpose here is to preclude any further delay on the part of the Office of Logistics in obtaining the equipment for fire fighting.

In the meantime, [ ] is to write a procedure for insuring that adequate safety measures are taken both at the main entrance landing area and on the softball diamond. [ ] was instructed by [ ] to send a copy of this directly to me.

FHM

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